

**APHIS DIRECTIVE 3010.1**  
**11/8/93**

**ISSUANCE MANAGEMENT SYSTEM**

**1. PURPOSE**

This Directive establishes the Animal and Plant Health Inspection Service (APHIS) Issuance Management System.

**2. INSTRUCTIONS**

This Directive cancels APHIS Directive 130.1, APHIS Administrative Issuance System, dated 2/21/85.

**3. AUTHORITIES/REFERENCES**

- a. Federal Information Resources Management Regulation 201-45.105, which requires each Federal Agency to develop an integrated directives system that includes all Agency policies and procedures.
- b. Department Regulation 0100-1, Departmental Directives System, issued by the U.S. Department of Agriculture, Office of Information Resources Management (IRM).
- c. Departmental Regulation 0120-1, Departmental Directives Classification System, issued by the USDA Office of IRM.

**4. POLICY**

It is APHIS policy to provide its employees with clear, concise, and timely issuances in order to effectively implement the Agency's responsibilities.

**5. CONVERSION TO THE NEW ISSUANCE MANAGEMENT SYSTEM**

- a. Effective the date of this Directive, all new issuances must conform to the system established by this Directive.
- b. All current directives will remain in effect unless canceled or reissued. It is the goal of the Agency to update and/or reissue all out-of-date directives by December 1995.
- c. Bulletins have been replaced by notices. If the notice contains policy information, it will be signed by the Administrator. All other notices may be signed by the Deputy Administrator/ Directors, Division/Staff Directors or equivalent.

## 6. TYPES OF ISSUANCES

- a. Directives. Permanent issuances that are in force until canceled. Directives are used to issue delegations of authority, basic policies, and operating instructions. Directives can be changed without reissuing or reprinting the entire issuance.
- b. Notices. Temporary (not to exceed 1 year), one-time issuances that normally address a single subject or action, establish short-term programs or interim procedures, or make announcements. Notices cannot be changed.
- c. Manuals/Handbooks. Permanent issuances which give technical guidance and detailed procedures on a particular subject or function, generally of the type that must be referred to on a daily or frequent basis. Manuals/Handbooks can be changed without reissuing or reprinting the entire issuance.
- d. Issuance Changes. Replacement pages for less than 40 percent of a directive or manual/handbook. An entire directive or manual/ handbook must be reissued when more than 40 percent is changed, or when the directive is shorter than 4 pages.

## 7. CLASSIFICATION NUMBERING SYSTEM

APHIS adopts a modification of the USDA directives classification numbering system. Numbering will consist of 4 digits in conformance with the Department's numbering pattern and will align with other Government regulations as much as possible.

## 8. RESPONSIBILITIES

- a. The Administrator approves all APHIS issuances containing policy and signs APHIS Form 3, Request for Clearance/Approval of Issuance, certifying approval. Individuals acting for the Administrator are delegated signature authority.
- b. The Deputy Administrator for Management and Budget is responsible for overall management of the APHIS Issuance Management System.
- c. Deputy Administrators and Directors will review and initial all proposed policies in their respective areas prior to the Administrator's signature. However, Deputy Administrators and Directors may sign notices pertaining to operating procedures or announcements in their respective areas. This responsibility may be delegated to their Division Directors or equivalent.

- d. The Director, Management Services Division (MSD), oversees the management of the APHIS Issuance Management System.
- e. Originating offices will:
  - (1) Review directives issued by their office every 3 years and certify that they are still current.
  - (2) Send all proposed notices, directives, and manuals/handbooks to the Documents Management Branch (DMB), Directives and Paperwork Section, (DPS) for review.
  - (3) Update directives when necessary.
- f. The Chief, Documents Management Branch, through DPS will:
  - (1) Manage the APHIS Issuance Management System.
  - (2) Develop and maintain an effective issuance system.
  - (3) Develop issuance standards, policies, and procedures.
  - (4) Provide writing and editing assistance to issuance originators, obtain necessary clearance for proposed issuances, and prepare issuances for printing and distribution by the Printing, Distribution, and Mail Section (PDMS), MSD.  
Page 2
  - (5) Maintain historical files of issuances, including copies of current and canceled issuances, clearance forms, and other records.
  - (6) Notify originating offices when the 3 year review of directives is required and when revisions to directives are needed.
  - (7) Prepare and issue:
    - (a) Quarterly checklists covering all issuances published during the preceding quarter.
    - (b) Annual revisions to the index of current issuances.

## 9. CONTENTS OF ISSUANCES

- a. Each directive must contain the following elements:
  - (1) A section stating the purpose of the directive.
  - (2) A section giving instructions for replacing a previous directive, cancellation, etc., unless the directive is a completely new issuance.
  - (3) A section citing authorities/references.
  - (4) A section summarizing the policy of the Agency. This section usually begins with "It is APHIS policy to ...."
  - (5) A section stating responsibilities of supervisors, managers, employees, etc.
- b. Notices can be written in the outline style of a directive or in a letter style. The outline style is better for procedures. The letter style is useful for information or announcements, and is usually one or two paragraphs long.

10. **INQUIRIES**

- a. Direct inquiries on developing and processing issuances to DPS, MSD.
- b. Direct inquiries on the printing, receipt, and copy counts of issuances to PDMS, MSD.

Administrator

**DISTRIBUTION: G03, F30**

**OPR: MSD**